

**Subject:** Office Water System  
**From:** Jennifer Quintero <jquintero@ccala.org>  
**Date:** 09/26/2017 09:56 AM  
**To:** Elisabeth Cutler <ecutler@downtownla.com>

Hi Elisabeth –

I just got off the line with Office Water Pros – the company who we lease from for the Office Water System. As CCA is moving out on October 7<sup>th</sup>, did BID want to take over the water system starting October 1? If so, I can introduce you to the contact there so all information can be transitioned over.

If not, please let me know ASAP – I plan to cancel and have them pick up prior to our October 7 move out date (most likely Oct 6).

Best,



**Jennifer Quintero**

Administrative Coordinator

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